ProVal Plus
Certification Checklist
For Assessment Year 2005
(Best if Printed in Color)
April 22, 2005   (Cert2005A)

The following software is required on your system before certification processing is started:

- ProVal Plus (Version 7.6.1 or 7.7.0)
- Microsoft SQL Server database
- DataPlus directory (Client Access files)
- **Crystal Reports, version 9.0**
- Reports directory on the server
- Client Access (**if TSB AS/400 user**) and ODBC connections for Crystal Reports

Besides this documentation, you will also need the following documentation material. These and all other documents pertaining to Certification will be found in the manatron\provalplus\documention folder:

- Cert2005B_Appendix
- Cert2005C_Group Reporting (TSB AS/400 users only)
- Cert2005D_Reporting (description of all Crystal reports)
- Cert2005E_Backup and Restore
- Cert2005F_Re-Certification
- Cert2005H_Set Location for UACATG00
- Cert2005I_Trending Setup

You will need to know the drive and network path to your Manatron directory on the server. Please enter this information here (if you need help finding this information, please call Technical Support):

Manatron Path on Server: _____\Manatron\ProvalPlus\DataSQL
Server Name where Manatron is located   _____
Server Drive where SQL Database is located: _____ (if different)
Server Name where SQL Database is located: _____ (if different)

Please note: You should sign on to your SQL database with the SA user name and password.

OVERVIEW:

The certification process basically consists of 8 major areas:

1. **Various Crystal Reports:** Technical Support has developed various reports to be used to verify certain data. These reports will be run at various stages of the checklist. Some of these reports can also be run during the year.

2. **Batch Valuation:** This process will do a mass recalculation of parcels based on criteria that you key in.

3. **Value Change Tracking Edit Report**: This report will identify parcels that need to be priced, and parcels with unposted changes.
   NOTE: This report can and should be run throughout the year to check for discrepancies. This will cut down on the time you have to spend at assessment time.

4. **Commercial Data Edit Report**: This report will check your database to ensure that every square foot of your commercial buildings have a use area assigned. This would only be run if you were using the commercial system.

> **NOTE**: This report can and should be run throughout the year to check for discrepancies. This will cut down on the time you have to spend at assessment time.

5. **Value Abstract Report**: This report, which can be found under the maintenance menu, is designed to compare your worksheet values with the last certified values per parcel and produce a percent change figure. It will also produce a summary report which will break down the values by land, buildings, and totals by class of property, i.e. Agricultural, Residential, Commercial, etc.

> **NOTE**: This report can and should be run throughout the year to check for discrepancies. This will cut down on the time you have to spend at assessment time.

6. **Posting of Certified Values**: Updates made to a parcel that result in a value change need to be posted to certified, unless there is a good reason not to. This is the process that makes a change "official" and sets the certified value for the parcel. When the value is posted, a new valuation history record is created for each parcel, both in category detail and summary by parcel, listing the new certified values as well as the reason for the value change and the effective date. When this report is called up, it will ask you for the effective date and the reason for change. The only parcels that will be posted will be the ones that have the "Need to post value change" flag checked on. This flag is set anytime a value change is made to a parcel. *If there is a particular parcel(s) that you do not want included, **this flag must be checked off**.* Additionally, the default effective date, tax lien date, and assessment year must be set in Proval Preferences. You have an option to run this report without update as many times as you would like. Once you decide it is the way it needs to be, you can run it in "posting" mode.

7. **Create Valuation Interface File**: When you have posted certified values, there is a file that is created. This file can be used to upload to your mainframe. At this point you will need to refer to the instructions from your mainframe system to finish the roll process.

8. **Clear Assessment Notice Status:** Once you have **COMPLETELY** finished the roll process on your mainframe, this option will need to be run before starting the next year's assessment posting. This option can be found under the Utility | Database Maintenance menu in ProVal. **Save file to the Server:\manatron\provalplus\datasql**

The roll process from the ProVal side **may need to be done in more than one pass**. For example, if you are revaluing your farm land each year and then you are also doing your 20% review year assessments, then this would have to be done in two different passes. The **first pass should always be the review year roll(s)** (ie: RY05). If doing multiple review year rolls, do the newest one first (ie: RY05, then RY04, and so forth OR you may choose to use the new Crystal Report that will create an input file for you to use in ProVal for the previous years… details further on in this checklist). The second pass would probably (for example) be based around property class range (ie: 101 thru 110). When running each pass after the first pass, be sure to use the **Not include review year process**. It should be noted here, that the complete process, all the way through posting, should be done on each pass before starting another pass.

There are various ways of processing the parcels you need to certify. The first screen that you see when running any of the above reports or batch processing, is the "**standard batch processing program**". The second screen that comes up when you select "Selection Options" will be used to either include or exclude certain memo ID's, such as review years. If you are using review years, either to include or exclude, you will use this screen. In most cases, an additional screen(s) will come up. Refer to the Appendix guide to see what needs to be entered for that particular job.

Anytime you are asked to run a report from the Reporting section that starts with "Cert", you will receive an initial standard **Crystal Reports prompt screen**. Appendix Y-1 describes the entries that you need to make to the screen.

You can run the following at any time during the year:

Most of the Crystal Reports designated "Certification" can be run anytime during the year preceding the assessment drive checklist. All of the Crystal reports are described in detail in the document called "**Certification Reporting Reference**" (Checklist D).

> **NOTE:** TSB0000-Input File_Select Parcels.rpt. This Crystal will create an input file which can be imported into the batch processing parameters. This will be very useful for Batch Valuation and Batch Posting. You will find the instructions for using this report in the Manatron\ProValPlus\Reports\User folder. This report must be run outside of ProVal Plus.

Batch Valuation. This is run from ProVal. It will revalue all parcels based on the criteria you enter. This will produce a batch pricing report. (See Appendix A-1 for example). Using the new Crystal Report TSB0000-Input File_Select Parcels.rpt can assist in the batch pricing of previous years parcels.
>   Path: Applications Menu | Maintenance | Batch Valuation | Cost Models
>   Filename: **price001.txt** (located in servers\Manatron\ProvalPlus\datasql folder)

> **NOTE:** It is highly recommended to backup your database before running the batch valuation. Some values will most likely change and you may want to restore.

Value Abstract Report. This will produce a report comparing worksheet values to last assessed values for parcels based on the criteria you enter. (See Appendix B-1)
>   Path: Applications Menu | Reports | General Reports | Value Abstract Report
>   Filename: abs001.txt

Many reports run within ProVal, which are saved, will come up with a default location in the manatron\provalplus\datasql folder. We recommend you use this default location. However, you may save to ANY folder you desire, just be sure to remember where you are saving – perhaps creating your own folder called "Certification xxxx" or something similar (where xxxx is the current review year). If you re-run reports there will be a prompt asking if you want to overwrite the existing file. If you feel you have a reason to keep the old report, then change the name on this report OR move the old report to another folder before you save.

Once you start the certification process no one should be in ProVal making changes to any parcels, except to fix edits!! Complete the certification BEFORE you start working in ProVal again. However, the public database is separate from the common database and therefore, you can continue to use Public Inquiry.

CERTIFICATION BEGINS NEXT PAGE

PRE-CERTIFICATION:

1.   **A)** Backup the Common Database (CommonBefStart)

B) From ProVal run the **Clear Assessment Notice Status.**   (See Checklist B, Appendix Z-1). This will remove any and all flags associated with the parcels that were certified **THE PREVIOUS YEAR**.
>   Path: Applications Menu |Utility | Database maintenance | Clear Assessment Notice Status

NOTE: Watch carefully which folder the Clear Notice saves to… sometimes it wants to save to the Program Files/Manatron/Provalplus folder. Change the folder to the datasql folder.

C) **BE SURE YOUR PREFERENCES** are set correctly.
>   Default Effective Date = 01/01/2005
>   Tax Lien Date = 01/01
>   Current Year = 2005
>   Assessment Year = 2005
>   Path: Click on PREFS button | Click on System Radio Button | Assessment | Value Dates

BEFORE CONTINUING IN THIS CHECKLIST – BE SURE YOU INSTALLED THE 7.6.1 SR1 UPDATES AND FOLLOWED THE INSTRUCTIONS ON THAT CD TO INSTALL THE NEW REVIEW YEAR TABLE AND TRIGGERS AND HAVE RUN THE SCRIPT TO LOAD THE REVIEW YEARS INTO THE NEW TABLE. ALL REPORTS IN THIS CHECKLIST THAT ARE RUN BY REIVEW YEAR REQUIRE THIS NEW TABLE.

D) **Check for Locked Objects.** Make sure ALL users are signed out of ProVal Plus and then check "Locked Objects" in Security to be sure that there are no locked objects. Locked parcels will not update during batch processing. Delete all locks before proceeding with this checklist.
>   Path: Applications Window | Utility | Security | Locked Objects

E) *TSB2541-No Wall Height Edit*: This report will find all Commercial Cost parcels that do not have a wall height entered on improvements using the Black Box. Commercial Improvements will not price if wall height is not entered. These must be fixed before proceeding with this checklist.

F) *TSB3470-Land Detail without Land Base Edit:* Run this report to find any Land Detail that does not have a matching Land record. These must be fixed before proceeding. Contact TSB for a script to fix this situation.

G) *TSB2355-Commercial Parcels_Income Approach_Multiple Land Records:* Run this report to find any Commercial Parcels using the Income Approach. At this time, ProVal Plus will not batch post any parcels with the income approach that have more than one Land Detail Record. This must be done by individually posting these at the end of this checklist.

H) From ProVal, run **Batch Valuation (Optional)**. This will revalue the parcels (according to the limits you select) prior to running the edit reports. This will help to find edits that might not otherwise show up unless a parcel is re-priced. This will produce a batch pricing report. (See Appendix A-1 for example). Rename the report as shown:

>   Path: Applications Menu | Maintenance | Batch Valuation | Cost Models
>   Filename: **priceBef.txt** (located in manatron\provalplus\datasql folder)

Batch Price ONLY on the current year and only on any previous years where you want the value to be updated according to the new costing tables. If you do not want all

previous year values to change, use Crystal Report TSB0000-Input File_Select parcels.rpt to value only those parcels which have been touched and currently have the "need to post" check mark turned on. <u>Run this report outside of ProVal Plus</u>!!

NOTE: Batch Pricing will NOT update the Child Parcels for Economic Units. The individual child parcels are priced or re-priced by revaluing the Mother parcel.

I) **_TSB2450-Duplicate Parcel Numbers Edit_**: This will check to see if you have any duplicate parcel ID numbers with different LRSN's. These MUST be corrected, you can not have duplicate parcel ID numbers.

J) **_TSB4490-Parcel Memo to Review Year Edit:_** This report will compare, by parcel, the "RY" memos from the memos table to the review year column in the parcel. It will list only the parcels that do not match.

K) **_TSB1647C-Allocations_DWELL and MH With No Value:_** Run this report to list any Dwellings or Mobile Homes that have a zero value and no sound value assigned. Parcels listed on this report should be investigated and determine why they have a zero value.

L) **_TSB1680C-Allocations_improvements 1-Posted:_** This will check all of your improvement records on parcels for valid category as well as show you the entries with zero or negative values for **<u>Cost and Market value method parcels only</u>**. If you want all neighborhoods, enter '0' to '9999999.'

M) **_TSB1690C-Allocations_Improvements 2-Posted_**: This will check all of your improvement records on parcels for valid category as well as show you the entries with zero or negative values for **<u>Income Approach, Reconciliation, Comparable Sales, and Override value methods only.</u>**

N) **_TSB1710C-Allocations_Land 1-Posted_**: This will check all your land records for valid category as well as show you entries with zero values for **<u>Cost and Market value method parcels only.</u>** If you want all neighborhoods, enter '0' to '9999999.'

O) **_TSB1720C-Allocations_Land 2-Posted_**: This will check all your land records for valid category as well as show you entries with zero values for **<u>Income Approach, Reconciliation, Comparable Sales, and Override value methods only.</u>**

P) **_TSB1600C-Allocations 90 Checking_**: List allocations entries that have a group code of 90 or greater for parcels that are checked to be posted. Fix any entries by setting the correct allocation in that parcel.

NOTE: If you have made substantial changes fixing edits, it would be advisable to re-run your backup (CommonBefStart).

2. **_TSB5200C-Parcels Needing Review:_** This report will show you the parcels that have the **'Need to Post Value Change'** box checked on **AND** need to be reviewed. The report will only show you just the parcels checked that have a zero value and/or the date priced is zero. **<u>If a parcel is checked and it should not be, un-check it.</u>**

NOTE: If any changes need to be made in the above option, do so now, and then re-run the report. Repeat this step until satisfied with the report.

NOTE: **<u>The next steps</u>** are based on the criteria you are working with on this particular roll process. Remember, there are exceptions to every rule. You may run across entries that are

listed on these reports that are valid. **If you run these reports in the sequence they are listed, then you will possibly eliminate some errors on the next reports.**

NOTE: **Refer to the documentation called "Certification Reporting Reference"** (Cert2005D_Reporting) **for more detail information on each of these reports, as well as additional reports that can be run.**

3.   **A)**   ***TSB1750C-Allocations to Extensions Edit***: Compares the totals by extension (L00, R01, etc.) from the allocations table to the totals from the extension table, listing only the entries that do not balance. __**THERE SHOULD NOT BE ANY ENTRIES LISTED ON THIS REPORT**__. Only the parcels checked "Need to post value change" will be analyzed. However, if you do have a significant amount of entries on this report that need to be re-priced, use ***TSB1751-Allocations to Extension Input.rpt.*** This input file will allow you to batch price the parcels on this edit report. Run the input file outside of ProVal.

B)   **TSB1930-AS400-Category to Group Codes Edit (TSB AS/400 Users Only)**: This is a 4 step process and will compare, per parcel, your current allocations to the categories currently used in the UAD system. Remember: When you roll the ProVal data into the UAD system, any new group codes will roll, but if there is a category in the UAD system that was not in ProVal, the system will not delete it. Please see the documentation called "**UAD Categories to ProVal Groups Comparison Edit Reporting**" (Cert2005C_Group Reporting) for instructions on how to run this report. Use your SA user name and password to sign on to your SQL server.

C)   ***TSB9320C-Test Parcel Status:*** This will list any parcel that starts with "Test" or "Delet" that has the "Need to Post" checked on. If any entries show up on this report, you will need to go into the parcel and uncheck the "Need to Post." Also, if you have used any other naming convention for creating test parcels, you will need to locate those and be sure they are not checked "Need to Post."

D)   ***TSB4650C-Parcels Checked to be Posted Without Memo:*** This will show you all the parcels that have the "Need to post" flag checked on, but do not contain the review year entry (or entries) that you key in. The report will allow you to key in up to ten memo codes. If you have only one, leave the other memo code prompts at "none". Run on all RY memos you intend to certify.

E)   ***TSB3940C-Memos Select_Not Checked:*** When prompted, select the current review year memo (RY05). This report will show you all the parcels that are not checked to be posted but have the selected memo code. These need to be reviewed and the parcel needs to be checked on manually if it needs to be posted.

F)   ***TSB9280C-Summary Count By Review Year & Method:*** For parcels checked "Need to Post," this will show you a total parcel count of each costing method being used within review year, as well as a total count. **NOTE:** If you add or remove any RY memos later in this checklist, be sure to re-run this step!

G)   ***TSB7200C-Parcels With Review Year Memos Without Being Priced:*** This will show you all the parcels that have a review year memo **BUT** have not been priced. Run on current RY memo ONLY.

H) *TSB5400C-Parcels Not Checked – Select Neighborhood:* You need to run this report **ONLY** if you are trying to be sure ALL parcels in a given neighborhood have been checked to be posted.

I) *TSB5200C-Parcels Needing Review:* This report will show you all the parcels that have the "Need to Post" flag on AND have not been priced, or have a zero value.

J) *TSB6500C-Parcels With Invalid Neighborhoods:* This report will list parcels that are checked "Need to Post" that DO NOT have a neighborhood in the Neighborhood Control table that matches the Neighborhood in the parcel.

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The following steps, J through O, have already been run in this checklist. They are listed here again if you should want to verify that all edits have been cleaned! You may desire to view the reports on screen without printing.

K) *TSB1600C-Allocations 90 Checking:* List allocations entries that have a group code of 90 or greater for parcels that are checked to be posted. Fix any entries by setting the correct allocation in that parcel.

L) *TSB1680C-Allocations_Improvements 1-Posted:* This will check all of your improvement records on parcels for valid category as well as show you the entries with zero or negative values for **Cost and Market value method parcels only.**

M) *TSB1690C-Allocations_Improvements 2-Posted:* This will check all of your improvement records on parcels for valid category as well as show you the entries with zero or negative values for **Income Approach, Reconciliation, Comparable Sales, and Override value methods only.**

N) *TSB1710C-Allocations_Land 1-Posted:* This will check all your land records for valid category as well as show you entries with zero values for **Cost and Market value method parcels only.**

O) *TSB1720C-Allocations_Land 2-Posted:* This will check all your land records for valid category as well as show you entries with zero values for **Income Approach, Reconciliation, Comparable Sales, and Override value methods only.**

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P) *TSB2580C-Extensions Edit-Posted:* This will check all your improvement extensions for zero or negative values, inspection dates and valid neighborhoods.

Q) *TSB2475C-Economic Units Analysis & Edit:* Run this only if you have economic unit parcels. Run it even though your economic unit parcels are not checked to be posted. Batch Pricing will NOT update the Child Parcels. The Economic Unit Child Parcels must be priced by re-calculating the Economic Unit Mother Parcel.

R) *TSB3110C-Improvements With Negative Values:* This report will list all improvements that are currently reflecting a **negative value** and will denote which ones are checked to be posted this assessment year. These entries may be OK, use this report to double check that a negative value is acceptable.

S) *TSB4455C-Parcels In-Activated With Active Extensions:* List parcels that are inactivated but still show active extensions. If entries show up on this report, it is usually because of not redistributing property record types when doing splits.

T) *TSB8310C-Pre Certified Parcels:* This report will show you any parcels that were re-certified last assessment drive (BOE, corrections, etc.) that might have been certified into the current effective date (i.e.: last assessment drive was effective date 20040101 and the current assessment drive is 20050101) rather than into last year's. If you do have entries show up on this report and you do not correct them, your final totals will be off by the entries on this report. To correct entries, follow the steps at the bottom of the report. Run this report on the current effective date of 01/01/2005.

U) *TSB3170C-Inspection Dates Edit-Posted: This should be run against the current cycle only.* It prompts for a date. You should key in a date that is around the beginning date of the time you started working on parcels for the current assessment year. The report will then check to see that any parcel checked to be posted has an inspection date that is greater than the date you keyed in. *This report does not affect valuation and any entry here will still be posted, but these dates should be maintained correctly.*

V) *TSB2720C-Group Code Land to Improvement Edit:* Checks land group codes against improvement group codes per parcel to see if the match up is accurate.

W) *TSB3020C-Illogical Categories Edit:* This report will check for illogical category combinations. This edit is based on the guidelines set forth by the Tax Commission.

X) *TSB8650C-Reconciliation Table Analysis-Parcels Checked to be Posted:* This report balances the computed values based on the costing method against the "assessed" value fields in the reconciliation table. If entries are listed on this report, one of two things probably needs to be done: If the parcel should not be checked, un-check it. If you re-price the parcel, it will probably come into balance.

Y) *TSB2955C-Homeowners Eligible Edit-Posted:* List all parcels (if any) that have multiple extensions coded for homeowner eligibility. It is unusual to have more than 1 extension per parcel coded for homeowner's eligibility, but it can happen.

Z) *TSB2310C-Commercial Income-Posted:* Run this report only if you have commercial parcels valued by the **income approach**. NOTE: *Save this report for balancing purposes later in this checklist.*

AA) **TSB8700C-***Reconciliation Values-Posted:* Run this report only if you have reconciled parcels.   NOTE: *Save this report for balancing purposes later in this checklist*.

AB) *TSB6895C-Parcels With Group Codes In Mult Prop Rcds (TSB AS/400 Users only):* This report will list any parcel that is "Checked to be Posted" that has the same group code on two or more property records. The roll process on the AS/400 (PVB004) will give a Homeowner's Exemption ONLY on the property record with a dwelling. If you have outbuildings that need a Homeowner's Exemption but are not on the same sheet with the dwelling, then use this report to find those parcels so that AFTER you have uploaded and rolled in your values you can MANUALLY adjust the Homeowner's Exemption. Parcels with multiple dwellings on multiple sheets will show up on the PVB004 error report for manual updating.

OPTIONAL REPORTS:

4. **A)** *TSB4900C-Parcels In-Activated-Date Range:* **(OPTIONAL)** Run this report if you need to see which parcels were inactivated during this assessment year. It will ask you for the beginning and ending date of the date range you need to run – you may choose a beginning date near the time you started the current assessment year.

 B) *TSB1630C-Allocations Analysis-Parcels Checked to be Posted:* **(OPTIONAL)** This report will show you the allocations detail per parcel sorted by neighborhood for the neighborhood range you select. It totals values per parcel, per neighborhood, and grand total. Depending on the number of parcels involved, this could be a lengthy report. It is optional and not necessarily an edit, but it does check for certain items.

 C) *TSB2860C-Group Code Analysis-Parcels Checked to be Posted:* **(OPTIONAL)** This report shows totals by group (category) within parcel, sorted by neighborhood, then parcel, then group code. This report is optional and can be run to check against categories in the UAD system. This report can also be very lengthy.

 D) *TSB9640C-Valuation Detail Analysis-Parcels Checked to be Posted:* **(OPTIONAL).** This report will list all valuation detail sorted by extension within parcel for all parcels checked to be posted. This report should only be printed if needed, it is very lengthy.

 E) *TSB6005C-Parcels Touched:* **(OPTIONAL).** This report will list all parcels "Checked to be Posted" for the parcel range and neighborhood range that you select. This report is optional and is not considered an edit report.

 NOTE: If any changes need to be made, make them now. **If any changes result in value changes, be sure to re-value the parcel before proceeding.**

 NOTE: Be sure all reports are checked and approved before proceeding.

BATCH VALUATION (pricing):

5. **A)** **Backup the database (CommonBefStart)**, if any changes have been made since the last time you backed up the database.

B) **Close** Crystal Reports and open ProVal Plus, if not already open.

C) Verify that no one is currently editing parcels in ProVal

- ➢ Path: Applications Menu | Utility | Security
- ➢ Click on the "Locked Objects" button
- ➢ If there are any locked objects, contact the individuals who are editing and ask them to cease making changes until the certification process is completed.
- ➢ There are occasions when parcels do not get unlocked even after the changes have been saved. In these instances, it is necessary to manually unlock them. This is accomplished by:

  - Highlight the object then click on the button

Special Note: ProVal Plus reports may or may not print automatically. If the report does not print, you will have to go into Windows Explorer to [your server]\manatron\provalplus\datasql folder and call up the filename, then print it from there. You can save the report to any folder you desire, just be sure to remember WHERE you save the report.

D) From ProVal, run the **Batch Valuation (Optional, but recommended)**. This will revalue all parcels included in this roll process. This will produce a batch pricing report. (See Checklist B Appendix A-1 for example). Run on each RY memo individually, beginning with the current year first. If you want to batch value previous year parcels, use TSB0000-Input File_Select Parcels.rpt so that you only batch value previous year parcels that have been touched and have their "Need to Post" check mark turned on. Run outside of ProVal.
Path: Applications Menu | Maintenance | Batch Valuation | Cost Models
Filename: **price001.txt** (located in serverdrive\manatron\provalplus\datasql directory)

Special Note: *If you have made any changes to the costing tables since a particular parcel was originally priced, or if there has been any fixes applied, there is a possibility that the value will change after running this batch valuation. This report needs to be checked very carefully.* **Remember, Batch Pricing will NOT update the Child Parcels for Economic Units. The individual child parcels are priced or re-priced by revaluing the Mother parcel.**

E) *TSB1650C-Allocations Edit*: Whether or not you run the batch valuation from above, run this report to make sure your allocations equal your extensions. If there are errors, correct the errors and re-value the parcels before proceeding.

F) *TSB3940C-Memos Select_Not Checked:* When prompted, select the current review year memo (RY05). This report will show you all the parcels that are not checked to be posted. These need to be reviewed and the parcel needs to be checked on manually if it needs to be posted (this report being re-run here to verify all current year memos are accounted for).

G) From ProVal, run the "*Value Change Tracking Edit Report*." (See Checklist B Appendix A-2 for example). Correct edits if needed.
Path: Applications Menu | Reports | Edit Reports | Value Change Tracking Edit Report
Filename: **Edit001.txt**

H) From ProVal, run the "***Commercial Data Edit Report".*** (See Checklist B Appendix B-2). This should only be run if you are using the commercial system.

> Path: Applications Menu | Reports | Edit Reports | Commercial Data Edit Report
> Filename: **commedit.txt**

I) ***TSB1830C-Batch Valuation Analysis:*** **Updated for this year!!!!** See Appendix A-3 on how to run this report. This report will list all parcels currently "Checked to be Posted" along with their respective land, improvement, and total values.   This report can be run in full detail or in summary and will show you total values and counts that can be used in balancing with Step 7A. Sign on to your SQL server using the SA user name and password.

J) ***TSB4600C- Parcel Valuation Analysis:*** This report will list totals for land, improvements, and totals for each review year for total parcels - parcels Checked to be Posted, and parcels NOT Checked to be Posted. This report will be very lengthy; you may wish to only print the summary page at the end of the report. Use this report to balance in Step 7A.

K) From ProVal, run the "***Value Abstract Report".*** (See Checklist B Appendix B-1). You will find this report in the datasql folder using Windows Explorer. Open the report by double clicking the filename in Windows Explorer. Once the report is open in notepad, change the page orientation and margins: From the main menu, click "File" > "Page setup". Under orientation, click "Landscape"; and under Margins, enter 0 for both Left and Right.

> Path: Applications Menu | Reports | General Reports | Value Abstract
> Filename: **abs001.txt**

Enter Total Abstract Count and *Calculated* Value here: _____ **$_____**

POSTING and CERTIFICATION:

**Be sure all parcels that need to be posted <u>have been processed in Step 6</u> before continuing.
Note: <u>If you are certifying into more than one review year, you will need to post these separately.</u>
<u>Post the most current year FIRST.</u>**

6. **A) <u>Backup</u>** the Common Database (CommonBefPost)

   B) From ProVal, run **"<u>Post Values</u>".** (See Checklist B Appendix C-1). **<u>BE SURE</u>** to run this report with "**<u>create edit report only</u>**" checked **ON**. To print the report go into page setup and change to landscape and set the right and left margins to zero before printing (if it will let you). This is a very lengthy report; you may choose to print the Summary Page at the end only. The land values are not adding in correctly on the previous year totals. Use only the "New Value" column for balancing.

   > Path: Applications Menu | Maintenance | Post Values
   > Filename: **postxxxx.txt** (servers\manatron\provalplus\datasql) (xxxx = review year)

**Note 1: If you are certifying into more than one review year, you will need to run these separately
OR use TSB0000-Input File_Select Parcels.rpt to create an input file for previous years.
Note 2: Post the most current year *FIRST*.
Note 3: Process all "edit only" runs before posting in update.
Note 4: Use the new TSB0000-Input File_Select Parcels.rpt for the parameters to Batch Post.**

Posting Description	Parcel Count	Total New Value
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
Total: All Edit Only Postings	_____	$_____

Total: TSB1830C Totals Recap For Parcels Checked to be Posted

	_____	$_____
Difference	_____	$_____

(There should not be a Difference here, if so, the next step (C) is helpful in finding out why.)

> **Note to AS/400 Users:**
>
> Be sure that the correct review year is entered in the review year field… that is what will be uploaded. For previous year parcels, leave that field blank (if run in one batch), otherwise the review year typed in will be uploaded. You must run each previous year separately if you have new categories in previous review years. See Checklist B Appendix C-1.

   C) *TSB1830C-Batch Valuation Analysis*: **Updated for this year!!!!** See Appendix A-3 on how to run this report. This report will list all parcels currently "Checked to be Posted" along with their respective land, improvement, and total values.   This report can be run in full detail or in summary and will show you total values and counts that can be used in balancing with Step 7A. You do NOT need to run this report again if no changes were made after Posting in non-update. However, you do need to run this report again if you have made changes.

D) If any changes need to be made:
  - a. Make the changes
  - b. Re-run your backup (CommonBefPost)
  - c. Re-run 'Post Values' (create edit report only) (see above)
  - d. Re-run 'TSB1830C-Batch Valuation Analysis' report
  - e. Re-run 'TSB4600C-Parcel Valuation Analysis' report

  Repeat this procedure until correct

E) Once <u>all of the above is correct</u>, "<u>Post Values</u>" (See Checklist B Appendix C-1) with "create edit report only" checked OFF. <u>Be sure you are ready</u>. If you find a mistake after you post, you will have to restore your backup and restart ALL POSTINGS done so far. To print this report, go into page setup and change to landscape and set the right and left margins to zero before printing. Again, you may choose to print the Summary Page only.

  Remember the TSB0000-Input File_Select Parcles.rpt (run outside of ProVal Plus) for creating your parameters. If you made any changes in 6D you will want to create a new input file.

  AS/400 Users… the Review Year needs to be entered for the current year you are uploading and blank for the previous years (if run in one batch). However, if your previous review years contain new categories or other changes, you will need to post each review year separately with the correct year typed in the review year field.

F) If there were any parcels listed on the report from Step 1I, then post them individually at this time.

AFTER POSTING:

7. **A)** *TSB9555C-Valuation By Group-Certified Only* report. This report will be cumulative of all roll processes so far. You will use this to balance with the UAD Reports (see note below). If the TSB9555C report does not balance to TSB1830C and TSB4600C, then run TSB9685C, which compares the valuation table to the val detail table.

B) *TSB1960C-Certified Parcels Summary*. This report lists certified values by parcel from valuation table for the effective date selected (see note below).

NOTE:

If you re-posted a parcel(s) rather than restoring and posting all parcels again, then you will need to run TSB9500C (a Six Step report). See Appendix C-2 on how to run TSB9500C.

C) **Backup** the Common database (CommonAftPost).

D) *TSB8100C-Parcels Still Need To Post* report. This will show you any parcels that still have the "Need to Post" flag turned on. If there are parcels that show up on this report, they may or may not need to be posted. If they do not need to be posted, un-check their status. If they do need to be posted, go to step E below to post them individually.

E) If there are any parcels that still need to be posted, you should go into ProVal and **individually post** them now.

> **NOTE: Be sure your allocations are correct! Make sure parcel is saved first!**

Path: Value | Post Value Conclusion

F) *TSB8100C-Parcels Still Need To Post* report. If you have reviewed and processed any entries from Step 7D, re-run the report again; to be sure all entries are cleared.

*If there were **NOT** any individual postings done, or if the only changes made were un-checking the status, then proceed to the next section.*

G) *TSB9555C-Valuation By Group-Certified Only*. Run again ONLY if parcels were posted individually above. This report will be cumulative of all batch/individual postings that have been run so far (see note below).

H) *TSB1960C-Certified Parcels Summary*. This report lists certified values by parcel from valuation table for the effective date selected (see note below).

NOTE:

If you re-posted a parcel(s) rather than restoring and posting all parcels again, then you will need to run TSB9500C (a Six Step report). See Appendix C-2 on how to run TSB9500C.

TRENDING:

8. **A)** <u>**If you are NOT trending in ProVal,**</u> skip this section.

B) **Backup** the Common database. (CommonBefTrend)

NOTE: Trending works off of the last certified value. If you have any parcels that do not have a last certified value, then these parcels will not be trended. Examples would be new parcels, splits where the valuation history was not updated, etc.

NOTE: If you are trending by group code, then you need to take note. Within the grouping that you are trending. **ALL** group codes used within the neighborhood will have to be added to the model setup. Any group codes within this grouping that are not to be trended would be left at 100%, but they do have to be included in the model. The crystal report called *TSB2920C-Group Codes Used– Select Neighborhoods* will tell you all the group codes used for the neighborhood ranges that you key in.

NOTE: There is separate documentation on how to setup and run a trend. Please see **Checklist Cert2005I** for an example on how to run a trend.

C) *TSB9420C-Check Selected Neighborhood for Uncertified Parcels:* Run this report to find any parcels in the selected neighborhoods to be trended that have not been certified at all OR have a zero certification value. Trending works off the last Certified Value. Investigate and fix, if necessary, these parcels before proceeding.

D) *TSB2920C-Group Codes Used-Select Neighborhoods*. This report will list the group codes within the selected neighborhood. Run this on each neighborhood you want to trend. ALL group codes must be accounted for in the Trending Model for each neighborhood being trended.

E) **Create Trending Model.** Refer to Checklist Cert2005I for setting up your Trending Model.

F) **Run the trend** with **"report only"** checked **ON.** <u>You may choose to not print this report</u> because every parcel you have is listed on the report. Copy the "txt" file to a word document, then view the report on screen, checking out as many parcels as you deem necessary. Scroll through the document to find the neighborhood(s) you are trending.

G) **Run the trend** with **"report only"** checked **OFF.** When you are satisfied with the report only run.

H) *TSB9360C-Trended Parcels-Posted*. Run this report to verify which parcels have been trended and will be certified in Step J.

I) *TSB1600C-Allocations 90 Checking*: List allocations entries that have a group code of 90 or greater for parcels that are checked to be posted. Fix any entries by setting the correct allocation in that parcel.

J) **Post to Certified**. This will create the valuation detail entries needed to upload to your mainframe. Use Step 6B and 6E as a guideline for posting.
     Path: Applications Menu | Maintenance | Post Values

K) *TSB9500-Valuation Reports:* This is a six step process. See Appendix C-2 for instructions on how to run this report. The reports will give you accurate values after re-certifing parcel(s) or Trending parcels. TSB9555C and TSB1960C can not produce accurate values if you have re-certified parcels or trended parcels. Step 6 is the actual value report, the last page of the report contains a "Valuation Summary by Group Code" report and can be used to balance with your main frame system. The report will be long, you may choose to only print the summary page.

If any changes or problems were encountered in the reports you just ran, you will need to go back and restore the files before trending. The process to do this is as follows:

- Restore the backup (CommonBefTrend)
- Make the necessary changes in ProVal
- Backup before trending (CommonBefTrend)
- Start with step C in this section.

CREATE EXPORT FILES:

This section will allow you to review and then upload entries to the main frame.

9.   **A) Export Values**, run the first time with the "**Edit report only" box checked ON.** This will produce a listing that will need to be checked and verified before proceeding (see Note below). See Checklist B Appendix D-1 for example.

Path: Applications Menu | Utility | Data Exchange | Export Values To Tax Billing System
Filename: **ifrpt001.txt** (servers\manatron\provalplus\datasql)

Total Count and Value _____ $_____

NOTE: The report ifrpt001.txt (*Valuation Interface report*) should balance to your last run of reports "*TSB9555C-Valuation by Group-Certified Only," "TSB1960C-Certified Parcels Summary" or "TSB9500C-Valuation Report"* if you trended. **This should also balance to the sum of all the Maintenance Posting Edit Reports unless you Trended, then you can only balance to TSB9500C.**

B) Export Values, run again, this time with the **"Edit report only" box checked OFF.** See Appendix Checklist B Appendix D-1.
Path: Utility | Data Exchange | Export Values To Tax Billing System
Filename: ifrpt001.txt (cama\datasql)

FROM THIS POINT FORWARD, if any changes are made in ProVal, they WILL NOT be automatically rolled into the main frame. The export file is created above and used on the main frame; therefore, any additional changes in ProVal will not be rolled. If any additional changes need to be made, you will need to make them in BOTH systems. Be sure to individually certify any parcel you change in ProVal and also be sure the parcel gets changed in the main frame to match what was certified in ProVal.

Optional Reports

Note: These reports can be run at anytime before the next certification and should not hold you up at this point, unless you have a reason to run one of them.

10.   **A)** *TSB9585C-Valuation By Group In Detail-Certified Only*: Produces a complete detail listing of all entries certified, sorted by group code then parcel. Depending on the county, this could be a very long report. This report will not be accurate if you Trended. Use TSB9500C.

B) *TSB9698C-Value By Parcel-Certified Only***:** Produces a complete detail listing of all entries certified, sorted by parcel then group. Depending on the county, this could be a very long report. This report will not be accurate if you Trended. Use TSB9500C.

C) *TSB2955C-Homeowner Eligible***:** List all parcels that are eligible for homeowners based on occupancy code entered in ProVal. Whether or not the homeowner exemption is applied will depend on your mainframe system.

TSB AS/400 USERS ONLY:

If you are NOT a TSB AS/400 County, please skip to the next Step.

11.   **A)** This step explains the procedure that you will need to go through in order to transfer your ProVal export files to the UAD system on the AS/400. Be Sure you are signed on to an AS/400 session. The options to run these are located in your Manatron\ProvalPlus\DataPlus Folder on your server. **Please refer to Checklist B Appendix Y-2 for screen examples and detailed instructions.**

Path: manatron\provalplus\DataPlus | PV Detail Upload

The detail upload transfer file (pvdetail.tfr) should be in your dataplus folder. If it is not, it may have been moved or inadvertently put in the wrong folder. You are looking for file names "pvdetail.tfr" and "pv8val.fdf." Call Technical Support if you have trouble locating these files or need help to create new ones. You will be uploading the "ValDet.txt" file.

Note: If you get an error message on the above stating that "CWBTF0020-Extra data was found at the end of the record…" just **click OK.**

Note: After the transfer is complete and you click to close, you possibly will get a message stating, "Do you want to save this transfer request". **Click "No."**

At this point, you will need to **refer to the documentation in the UAD system** to complete the roll process within that system.

ALL COUNTIES:

After all areas have been certified and the Abstract has been completed, proceed with the following:

12.   **A) Clear Assessment Notice Status**. (See Checklist B Appendix Z-1) This will remove any and all flags associated with the parcels that were certified. Be sure you are completely done before running this option.

> Path: Applications Menu | Utility | Database maintenance | Clear Assessment Notice Status
> Filename: CleaNot.txt located in server\manatron\provalplus\DataSql folder

B) Change Assessment Year.

> Path: System Preferences | Assessment | Value Dates
> Change "Default Effective Date" to the next year
> Change "Tax Lien Date" to the next year
> Change "Current Year" to the next year
> Change "Assessment Year" to the next year

C) *TSB9585C-Valuation By Group in Detail-Cert Only*. List certified values by parcel within selected group range for effective year keyed. Use only if you did not Trend.

NOTE: This is optional and it is lengthy. Once **ALL** re-certification has taken place, this report can be run showing you the certification history on each parcel certified for the current effective date.

D) Appendix Z-9 refers to instructions on changing your "Year to Age" calculation once you setup your new depreciation table for next year. **This is a reminder to do that.**